



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PARK MANAGER I/HISTORIC SITE MANAGER

Job Number: 20000572

Job Code: 15850V110916

Job Group: 1500 - PARKS AND RECREATION

Job Established: 06/16/1982

Job Revised: 09/16/2011

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages the operation of a small recreational state park; and performs other duties as required. (NOTE: Applies to Carr Creek, Kingdom Come, Lake Malone, Nolin Lake, Paintsville Lake and Taylorsville Lake state parks.); OR Manages all programs and operations of a historic site and/or museum. Provides historic site interpretation; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in business administration, public administration or management will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be 20 years and one day of age at time of appointment. Must obtain S.T.A.R. (Server Training in Alcohol Regulations) certification from the Kentucky Department of Alcoholic Beverage Control within six months of appointment and maintain certification for the length of employment in this classification.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises employees in the management of the operation of the park. Supervises and inspects the maintenance and operation of buildings, grounds and recreational areas. Provides training and assistance to employees. Maintains inventory of equipment and supplies for the operation of the park and its facilities. Maintains business records and reports and makes bank deposits. Prepares operational reports and records. Maintains public relations with park visitors. Responsible for the daily administration of historic site. Oversees the maintenance of grounds and facilities. Responsible for site interpretation to visitors. Plans and develops exhibits and coordinates public rentals. Assists in the promotion of the historic site, develops programs to be presented to the public and does public speaking. Supervises employees in the daily operation of the historic site or museum. Trains employees to greet visitors and to conduct tours. Supervises the operation of a gift shop and concessionaires. Purchases and maintains inventory of gift shop items, materials and supplies for daily operation of facilities. Is responsible for all museum collections and maintains inventory of the historic artifacts. Recruits and trains volunteers. Prepares and maintains daily operating records of facilities. Performs employee duties as required.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office setting at a state park.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.